



MEMORANDUM

Missouri Department of Transportation

Right of Way Division

Central Office

TO: Rich Tiemeyer
Chief Counsel

CC: [PERMIT SPECIALIST
[PERMIT SPECIALIST TITLE]

FROM: Joyce Musick
Outdoor Advertising Manager

DATE: [DATE]

SUBJECT: Request for Legal Action
Junkyard License Number [PERMIT NUMBER]

Junkyard Name:	[JUNKYARD NAME]
Junkyard Owner Contact:	[OWNER NAME]
Date junkyard was inspected:	[JUNKYARD INSPECTION DATE]
Date junkyard was established:	[DATE ESTABLISHED]
Junkyard status:	[CONFORMING]
Junkyard is visible from the ROW:	[VISIBLE ROW]
Tenants or others residing at junkyard:	[TENANT]
Front dimension measured along ROW:	[WIDTH]
Material stored qualifies as "junk" under 226.660(3):	[MATERIAL]
Junkyard is an "automobile graveyard" under 226.660(1):	[JUNKYARD]
Junkyard zoning is as follows:	[ZONING]
60 day non-compliance letter was sent:	[LAST CORRESPONDENCE DATE]

Please find attached the following documents for your files:

1. Correspondence letter
2. Return receipt indicating the date the owner was notified
3. Photograph(s) of junkyard
4. Copy of last deed of record

If additional information is required, please contact me at 573-522-6151.